RAIL WHEEL FACTORY
(Ministry of Railways)

General Manager's Office,
(Personnel Department),
Yelahanka, Bangalore-560 064.

No. RWF/PM-02/122 Dated: 08.01.2024

NOTIFICATION

Sub: Selection for formation of panel for the post of Assistant Personnel Officer (APO), Group 'B' in Level-8 of RSRP Rules 2016, against 70% quota in Personnel Department – Special drive to fill up the vacancies.

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1.Railway Board, vide their letter No. E(GP)2022/2/4 dated 14.12.2023 have decided that a Special Group-B selection drive shall be carried out to fill up the prevailing Gazetted vacancies on the Railways subject to other conditions specified therein through Centralised Computer based objective type examination (CBT) by NAIR.

Accordingly, it is proposed to form a panel for the post of Assistant Personnel Officer/Group 'B' in Level-8 of RSRP Rules 2016, (erstwhile Pay Band-2/Grade Pay Rs. 4800/PRS) against 70% quota in Personnel Department as per the details below:-

	UR	**SC**	**ST**	**Total**
Break up of vacancies	01	00	00	01

2. Scheme of Examination:

Centralized Computer Based Objective Type (CCBT) Examination will be conducted by NAIR for 70% Selection.

With the introduction of Multiple-choice Objective type questions in the 70% Selections for promotion to Group-B posts in terms of instructions contained in Board's Letter No.E(GP)2018/2/31 dated 19.03.2019, following pattern of examination has been adopted for 70% Selections in all departments except Accounts and the same shall continue for the 70% Selections to be conducted through Centralised CBT in all Departments except Accounts.

The CBT examination shall comprise of one paper which will have 100% Objective type Multiple Choice Questions only and will be conducted by NAIR.

The paper will be for 100 marks and the distribution will be as under :-

a) Professional Subject including optional questions of 10 marks on Official language policy & Rules	70 marks
b) Establishment and Financial Rules	30 marks
c) Qualifying marks	**60 Marks**

3. Duration:-

In terms of para 3.0 of Railway Board's letter No. E(GP)2022/2/4 dated 07.10.2022 and amended para 204.1 (ii) (Advance Correction Slip No. 283) of Railway Board's letter No. E(GP)2005/2/69 dated 04.12.2023 of IREM Vol.I, the duration of examination for the 70% selection through Centralised CBT shall be two hours.

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4. Qualifying Marks

As indicated above the candidates are required to secure minimum 60% marks to qualify in the written test to become eligible to be sent for medical examination and those who are certified **FIT** in the prescribed medical examination will only be allowed to appear for viva-voce for Group 'B' Service as per extant instructions of Railway Board.

5. There will be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

6. All Objective type questions will carry equal marks.

7. Field of eligibility:-

Volunteers from amongst Group 'C' staff of Personnel department and Ministerial staff as specified in the **Annexure-I,** who have put in three years of non-fortuitous service in pay band Rs. 9300-34800 + GP 4200/Level 6 of RSRP Rules 2016 and above as on **01.01.2023**, are eligible to appear in the selection. The proforma application is enclosed as **Annexure-II**.

The Ministerial staff of other depts., who have avenue of promotion to the post of APO and have volunteered for the same, but also have avenue of promotion in their parent departments (for example AMM, LO, Private Secretary Grade I), in case of their empanelment for the post of APO, should exercise further option for promotion as APO within 30 days of the result of the selection in writing. Option once exercised shall be final.

In such case, the panel will be kept provisional till the option is finally exercised by the empanelled candidate, within one month. In case such empanelled candidate opts out, the next candidate, who has qualified in the selection, will be placed on panel with the approval of the competent authority.

After the written examination is held as a part of 70% selection for Gr.B post of APO, qualified candidates to the extent of **6 times** the number of vacancies are to be called for the viva-voce, in the order of merit. Thereafter, successful candidates are to be empannelled as per the seniority.

Those staff who are eligible in terms of the conditions stipulated above, should submit their applications in the prescribed proforma through LAN (as indicated in para 13) as **Annexure-II** to the Controlling Officers in charge where they are working, so as to reach this office on or before **20.01.2024 (by 12.30 Hrs)** Applications received thereafter will not be entertained under any circumstances. The controlling offices shall forward the application in ONE BUNCH to Personnel Department on or before **20.01.2024 (by 12.30 Hrs).**

8. Schedule of written test :-

The CBT to be conducted by NAIR will be tentatively held on **25.02.2024**. However, the candidates who are eligible to appear in the above selection, may please treat this Notification itself as an alert notice and be in preparedness/readiness to appear for the written test at short notice.

THERE WILL BE NO SUPPLEMENTARY EXAMINATION FOR THIS SPECIAL 70% SELECTION.

9.Syllabus:-

The syllabus for CBT as notified by Railway Board vide Letter No.E(GP)2022/2/4 dated 07.11.2022 is enclosed as **Annexure-III.** Questions on Official Language Policy is included in terms of provision contained in para 204.3 of IREM Vol.I. Ten percent of the marks will be set apart for questions on official language policy and official language rules as indicated at Para 2 above.

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10. In terms of para 204.1 of IREM, the following are the Maximum Marks and qualifying marks for record of service and viva voce:-

	Maximum Marks	Qualifying Marks
Viva-voce	25	**30 (including atleast 15 marks in the record of service)**
Record of Service	25	

11. If candidate is on long leave, training, deputation, placed on sick list etc, intimation regarding this notification should be sent to his personal address and his acknowledgement obtained must be forwarded to this office. The responsibility of sending intimation to his personal address rests with the controlling officer.

12. The Controlling Officer to whom this is addressed may please pay due regard for the necessity of notifying to the eligible staff working under him and that no room is given to the eligible candidate working under his control to have grievance of non-receipt or late receipt of the notification depriving the chance to appear in the selection.

13. The eligible candidates are advised to submit their applications through online in LAN for which provision has been made under FORMS. After filling up the application in LAN, the candidates are requested to take printout of the same and submit duly affixing their signature and duly forwarded by their controlling Officers. The applications of the candidates should reach this office on or before **20.01.2024 (by 12.30 Hrs)** through their Controlling Officers in one bunch.

14. This may please be given wide publicity/notified to the above eligible staff working under your control.

Assistant Personnel Officer-I
for Principal Chief Personnel Officer

Copy for information to:-

1. PCME, PFA, PCE, PCMM, PCEE, PCMO, PCSC, CVO/RWF/YNK.
2. The Chief Administrative Officer, South Western Railway, Construction Office (Behind Cantonment Railway Station), Millers Road, Bangalore-560 046.
3. The Registrar, Railway Claims Tribunal, Bangalore.
4. The Chairman, RRB/SWR/BNC.
5. Dy.CVO/RWF/YNK
6. Sr.EDPM/RWF/YNK- May kindly arrange to publish the notification in LAN and also to publish the application form to facilitate applicants for filling up of the application ONLINE.
7. APO-II RWF/YNK
8. All Chief OSs & OSs of Genl. Admn., Mech., Elec., S&T, Civil Engg., Stores, Vigilance, Personnel, Time Office, Security, Medical, Accounts & MIS Center.
9. P.S. Gr. IIs of all depts.
10. Supdts (T) and Chief Typists of all depts.
11. CSWI (Welfare section)/PB/RWF/YNK.
12. The Joint Secretary, Staff Council/RWF/YNK.
13. Zonal President AISCTREA & Zonal Secretary AIOBCREA/RWF/YNK.
14. All Notice Boards.

for Principal Chief Personnel Officer

ANNEXURE-I

Categories of Staff who are eligible to appear in the selection for the post of Assistant Personnel Officer/Group 'B' in pay band Rs. 9300-34800 + GP 4800/Level 8 of RSRP Rules 2016 -Special drive to fill up the vacancies.

Those staff who have completed 3 years of non-fortuitous service in grades of Rs. 9300-34800 + GP 4200 / Level-6 and above as on **01.01.2023** in the departments indicated below:-

I. Staff of Personnel department consisting of Clerical staff and Staff & Welfare Inspectors.

II. Typists and Stenographers working in all departments including Accounts.

III. Clerical Staff working in all the departments (except Accounts Department) of RWF viz.,

1. General Administration
2. Vigilance department.
3. Mechanical Engineering department.
4. Civil Engineering department.
5. Signal and Telecommunication department.
6. Electrical department.
7. Medical department.
8. Security department.
9. Stores department.
10. Time Office.

IV. Staff working in above categories having lien in RWF and on deputation in other Railways/Units.

V. Chief Law Assistant of Legal Cell.

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ANNEXURE-II

PROFORMA APPLICATION

Sub:- Application for the post of Assistant Personnel Officer/Group 'B' in pay band Rs. 9300-34800 + GP 4800/Level 8 of RSRP Rules 2016 against 70% quota - Special drive to fill up the vacancies..

Ref:- P' Dept's notification **No.RWF/PM-2/122 Dated 08.01.2024**

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1. Name & IPAS No. :

3. Designation :

4. Department/Place of working :

5. Date of Birth :

6. Date of appointment to service :

7. Date of promotion in grade

9300-34800+GP4200(Level) (Regular)

8. Date of promotion to next higher grade :

(Regular), if any, with date/s of promotion and :

the grade to which promoted :

9. Educational Qualification :

10. Whether belongs to SC/ST community :

11. Mobile/ Whatsapp No :

12. E.Mail :

13. HRMS ID :

Station:

Dated :

Signature of the applicant.

Forwarded to PCPO/RWF/YNK for necessary action.

Controlling Officer's signature with his Office stamp

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.

2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.

3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.

4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.

6. The Railway Services (Conduct) Rules, 1966 and related instructions.

7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.

8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.

9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.

10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.

11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.

2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.

3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.

4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.

5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.

6. Financial & Cost Control in Railway Workshops/Sheds/Units.

7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.

8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

SYLLABUS FOR 70% SELECTION AND 30% LDCE FOR PROMOTION TO GROUP 'B' POST OF APO IN PERSONNEL DEPARTMENT

1. ROLE OF PERSONNEL DEPARTMENT IN RAILWAYS:

a) Organization, objectives and functions of Personnel Department.

b) Relevance and role of human resources with reference to current objectives, reforms and developments in IR.

c) Indian Railways Act, Establishment Codes & Manuals, Executive Orders of Railway Board.

2. RECRUITMENT:

a) Classification of Services and Categories;

b) General qualifications, conditions & rules for appointment; Medical fitness;

c) Safety, Non-safety & Essential Categories;

d) Modes of recruitment; Appointments on Compassionate Grounds, Sports quota, Cultural quota, Scouts & Guides quota; Substitutes, Contractual and Casual labour;

e) Railway Recruitment Boards & Railway Recruitment Cells;

f) Reservation in Recruitment.

3. GENERAL CONDITIONS OF SERVICE IN RAILWAYS:

a) Appointment, Seniority & Lien;

b) Pay Fixation Rules, Pay Structure, Pay Bills and related rules & procedures;

c) All types of Allowances (including those to Running Staff), Advances (loans) & Recoveries;

d) Promotion rules & eligibility; AVCS, ACP/MACP/DACP;

e) Procedures of Selection, Suitability and Trade Tests;

f) Sealed Cover procedure; Next Below Rule; Refusal of promotion;

g) Rules of Transfer (Inter Railway & Inter Divisional);

h) Deputation;

i) Types of Leave; Rules & Joining Time; Encashment of leave;

j) Pass Rules; AILTC;

k) Reservation policy for SC, ST, OBC, PwBD, ESM & EWS; rules and rosters;

l) HOER;

m) PME & Mandatory Health Check-up;

n) Medical decategorisation and absorption of medically de-categorized staff in alternative posts.

4. HUMAN RESOURCES MANAGEMENT:

a) Overall Earning & Expenditure, including staff expenditure, Operating Ratio;

b) Manpower planning; Book of Sanctions & Scale-check;

c) Supernumerary posts & Redeployment;

d) Surrender, Creation, Extension & Transfer of posts; Vacancy Bank after POSP;

e) Work-study & Job Analysis; Bench-marking & Right-sizing; Yardsticks;

f) Duty Rosters; Link Diagram; Crew Link & Power Plan;

g) Work-charged posts;

h) Initial & In-Service Training, Refresher Courses; On-the-job Training, Multi-skilling, Future Training needs & systems;

i) Central Training Institutes, Training Centres in Zones, Divisions & Workshops; Plan Head 65

j) Training Modules for different posts,

k) Training under Apprentices Act, Online Training,

l) Performance Appraisal - APARS & SPARROW.

m) Mission Karmayogi; Rail Kaushal Vikas Yojana, etc

5. INDUSTRIAL RELATIONS, POLICIES & LABOUR LAWS:

a) Formal & informal interaction with recognised trade unions and associations;

b) PNMs, Staff Councils & PREM at various levels;

c) Role of JCM and Labour Tribunals & Labour Commissioner;

d) Facilities and privileges to trade unions & associations.

e) Related Industrial & Labour Laws – PLB; The Industrial Disputes Act, 1947; The Industrial Relations Code, 2020; The Trade Unions Act, 1926; The Factories Act, 1948; The Employee's (Workmen's) Compensation Act, 1923; Minimum Wages Act, 1948; Contract (Regulation & Abolition) Labour Act, 1970; Payment of Wages Act; Industrial Relations Codes 2020; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal Act 2013).

6. STAFF WELFARE:

a) Staff Grievances Redressal Mechanisms;

b) SBF, Railway Institutes, Railway schools & colleges, scholarships,

c) Ex-gratia payment,

d) Incentive Bonus Scheme;

e) Sports Incentives & cultural competitions, extra-curricular activities;

f) Excursions, tours and holiday camps; co-operative Societies;

g) Medical assistance;

h) Quarters – types, allotment & retention rules.

7. DISCIPLINE & APPEAL RULES:

a) The Railway Services (Conduct) Rules, 1966 & related instructions - scope and Implementation.

b) The Railway Servants (Discipline & Appeal) Rules, 1968 & related instructions; Schedule of Power; procedures, application and implications.

8. FINAL SETTLEMENT:

a) Retirement rules, types & benefits;

b) Old and New Pension schemes; Final Settlement rules under various circumstances;

c) Qualifying Service;

d) Pension & Family Pension, Provident Fund Rules;

e) Commutation, Gratuity, GIS, Leave Salary;

f) Other-than-Normal Retirement (ONR) cases;

g) ARPAN, Pension Adalats & Pensioners' Associations & representations;

h) RELHS & post-retirement benefits

9. IT APPLICATION PLATFORMS:

a) Use of e-Office, HRMS, HR-MIS, IPAS, SPARROW, LIMBS, ARPAN, CPGRAMS, ANUBHAV, UMID, RESS, GEM, etc;

b) Future of IT in Personnel Management.

10. REPRESENTATIONS & COURT CASES:

a) Service Law;

b) Handling legal cases (in CATs and Courts);

c) RTI & CIC matters; other statutory commissions / bodies;

d) CPGRAMS, CA(iii) References, etc.

11. Official Language Policy and Official Language Rules.

12. Any other matter related to any of the above-mentioned topics.